

Commonwealth of Massachusetts Human Resources Division
2004 Police Promotional Exams for Sergeant, Lieutenant, and Captain
Employment Verification Form

Instructions: The Appointing Authority (or his/her designee) must sign and date this form, certifying the information provided for each promotional applicant. Attach additional sheets if necessary. The applicant should bring this form, completed with the necessary information and an original signature from the Appointing Authority (or his/her designee) to the exam site on the day of the promotional exam, October 16, 2004. If the applicant chooses to mail the completed form with original signature to HRD, the form must be postmarked no later than 7 calendar days after the exam, or October 23, 2004.

Name of Applicant: _____ **Social Security #:** _____
Verifying Department: _____ **Exam Title:** _____ **Annc. #:** _____

I. PERMANENT SERVICE

List Date of Original Permanent Appointment: _____ Title: _____
List Dates and Reasons for any breaks in service: _____

II. PROMOTIONS WITHIN DEPARTMENT

List Dates of Promotions and Rank:

<u>Rank:</u>	<u>Date of Promotion:</u>
_____	_____
_____	_____
_____	_____

III. RESERVE, INTERMITTENT, ACTING, PROVISIONAL, TEMPORARY SERVICE OR OTHER EXPERIENCE IN THE DEPARTMENT. (Examples: Cadet, Dispatcher, etc.)

List Service Prior to October 16, 1999 (10/16/99).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Acting Lieutenant)	15 <i>Shifts</i>	7/12/96 – 9/1/98)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List Service On or After October 16, 1999 (10/16/99).

<u>Rank:</u>	<u>Total # of Shifts/Hrs:</u> <small>(Within specified Service Timeframe. If full-time, enter "FT". If part-time, include the word "Shifts" or "Hrs".)</small>	<u>Dates of Service Timeframe:</u> <small>(From – To)</small>
(Example: Temporary Captain)	FT	12/1/00–10/16/04)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Print Name of Appointing Authority (or designee): _____
Title of Designee: _____
Signature of Appointing Authority (or designee): _____ **Date:** _____